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ABSTRACT

Primarily intended for college freshmen, this book provides practical advice and hints on ways to succeed in college and on setting career goals. Thirteen chapters outline and discuss various life skills and "tools" for succeeding in college and on the job, including planning and organizing; problem solving/analytical skills; creativity/innovativeness; teamwork; people management; leadership; communication and interpersonal skills; stress tolerance; resume-writing and job application. The book also includes effective study tips, suggestions for time management, and a personal inventory assessment quiz. Information on the following: (1) List of Companies with Summer/Winter Internships; (2) Books for Further Reference; (3) A List of Associations and Organizations for College Students; (4) Graduate School: Applying and Getting In; and (5) Continuing Your Education Once You Graduate is appended. A questionnaire requesting comments and suggestions about the book is also included. (LPT)

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